

Request for Proposals for the Fabrication and Installation of HVAC Equipment

The City seeks proposals for the fabrication and installation of a 50-ton Trane® air cooled rooftop mounted chiller unit and all associated appurtenances, materials, equipment and labor necessary for a proper and complete installation.

Proposal Due Date: Detailed proposals shall be submitted in a sealed envelope with the contractor's name, address and project title written on the outside. Proposals must be submitted no later than 4 PM on Thursday, April 23rd at the 2nd floor of Delaware City Hall, 1 S Sandusky Street, Delaware, Ohio 43015.

Project Location: The facility where all work associated with this RFP is the City of Delaware; City Hall Building located at 1 South Sandusky Street, Delaware, Ohio.

Scope of Services: The facility is currently served by a twenty-one year old, 50-ton Trane® air cooled rooftop mounted chiller unit with associated chiller barrel, boilers, and chilled water line connections housed in the basement level of the building. In order to expedite project completion and minimize the need for new work on the roof, the City is requiring a like-kind replacement of the existing Trane ® chiller unit with a new, lighter weight Trane ® unit. Doing so will provide for the direct equipment fit-up with the existing chiller mounting frame in place on the roof without having to modify the structure or evaluate the roof support members for modified structural loadings. Additionally, the electric power supply, and liquid and suction line connections, will be appropriately oriented to mate up with existing conditions. Preliminary specifications for the specified replacement unit and associated components are included as part of this request for proposals.

The contractor's proposal will include all work necessary to properly fabricate and install a replacement 50-ton Trane® air cooled chiller unit Model No. RAUJC504P, and a properly sized brazed plate heat exchanger unit in the basement. The proposal shall also identify and include all necessary adjustments, modifications or improvements, as deemed necessary by the contractor, to the rooftop chiller mount; electrical service panel, connections and power supply; equipment controls and control panel; copper liquid refrigerant lines; copper suction lines; new brazed copper chilled water lines and connections to existing black iron lines; R-22 refrigerant capture and disposal; R-11 flush of existing lines; system recharge with R410-A refrigerant; piping insulation; valves, gauges, sensors and moisture indicators; filter driers; equipment storage and transportation; crane rental and rigging; demolition and disposal of old equipment; and factory start-up verification. The Contractor understands the work does not necessarily require, nor is limited to, each of the items identified above. It is anticipated that each proposal will include a detailed summary of all equipment, materials and services to be provided for a successful installation. Any modification necessary during the installation to make the system work is at the expense of the contractor.

The contractor shall submit his/her proposal with itemized costs to reflect each individual work item being included. If alternative equipment, materials or mean and methods for completing the work are to be suggested, they must be separately identified in the cost proposal and be submitted with a narrative justifying the purpose and reasoning associated with each proposed alternate.

Schedule: Time is of the essence in the completion of all work associated with the contract. The City acknowledges the lead time necessary to fabricate and deliver the chiller unit. Accordingly, the City is requesting all work be completed within ten (10) weeks from the date of contract award.

The contractor shall submit a proposed project completion date based on calendar days after contract execution.

Equipment and Work Warranty: The proposal shall specify all manufacturer, equipment and workmanship warranties included with the specified cost. The City also desires to entertain additional extended equipment and service warranties offered, which should be separately listed in the cost proposal, and may or may not be authorized at the City's discretion. As part of this work, the City requires the chiller unit installation and start-up operation to be certified and witnessed by a factory representative.

Contractor(s) Licensing, Certifications, Bonding and Insurance: The City of Delaware requires a contractor's registration and proof of insurance with the City named as an additional insured, application may be obtained at the Building Department or on line at www.delawareohio.net. All Specialty contractors, HVAC and Electrical must also show proof of State Licensure. The Contractor is responsible for maintaining the level and type of insurance coverage in all locations when working under the direction of this contract. **The Contractor shall obtain and maintain during the life of the contract such full insurance coverage wherein the City of Delaware is named as an additional insured**, and shall protect himself, the City of Delaware and any Subcontractor performing work covered by the contract from claims from property damage, product liability and personal injury, including accidental death which may arise from operations performed by the Contractor or by any Subcontractor or by anyone directly employed by either of those parties.

These policies shall contain the following special provisions: "The Company agrees that ten (10) days prior to cancellation or reduction of the insurance afforded by this policy, with respect to the contract involved, written notification shall be mailed to the City of Delaware, City Hall, 1 South Sandusky Street, Delaware, Ohio 43015. Certificates of Insurance indicating the availability of the described coverage will be filed with the City of Delaware within five (5) business days from the award of the contract. The amounts of the insurance shall be as follows:

- a. Public Liability Insurance for bodily injuries, including accidental death, in the amount of not less than \$1,000,000 for each accident or occurrence and \$1,000,000 aggregate, and
- b. Property Damage Insurance in the amount not less than \$1,000,000 for each accident or occurrence and \$1,000,000 aggregate.

The successful contractor, vendor, etc... must submit their insurance certificate naming the City of Delaware as an additional insured on ISO Form CG 2010 (11/85 edition). All other forms will be rejected.

Workers Compensation: Along with the bid, each bidder must submit a letter certifying that their organization is covered by Worker's Compensation. Upon award, the successful vendor shall submit proof of such coverage.

Taxation: The City is exempt from taxation. Federal transportation and excise taxes as well as state excise taxes shall not be included in bid prices. Tax exemption certificates will be furnished upon request.

Property Access: The chiller unit is located on the rooftop of a two-story building at the corner of William Street and South Sandusky Street. Access to the roof is limited to a ceiling trap door on the second floor of the facility, and/or by crane over the south face of the building from the adjacent parking area. Because the building is occupied by staff performing critical city services Monday – Friday from 8 am to 5 pm, complete closure of the building, floors or offices thereof is not possible during the work week. Limited access in the immediate work areas will be possible during

installation. Complete access outside of normal work hours and over the weekend is possible with proper arrangement through the City. Certain disruptive activities such as brazing new lines may be considered for performance during non-business hours. The cost for performing any overtime work must be separately identified in the cost proposal. The City will designate two parking stalls in the adjacent parking lot on the south side of the facility for use by the contractor throughout the project. Additional parking is available directly across the street at a public parking lot. Contractor equipment and vehicles are the contractor's responsibility to monitor and protect. The parking lot may be closed to public access only during the non-business hour periods when equipment delivery, demolition, removal, installation etc. is scheduled requiring use of a crane. Because of the limited space available in the south parking lot, no storage of equipment, tools, supplies etc. will be permitted throughout the project.

Protection of Existing Facility: The contractor is responsible to provide all necessary measures to protect the integrity and safety of the building and its occupants at all times during the work. The cost of protection may include items such as protective fireproof blankets for use during brazing operation, drop cloths to protect walls, carpeting and furniture; portable fire extinguishers on standby during brazing operations.

Labor Rates : This job requires all wages for regular and overtime hours be compensated at the current established State of Ohio prevailing Wage rates for all of the contractor's and sub-contractor's employees.

Permits & Fees: Contractor is responsible to complete, submit and pay the cost of any and all permits and associated fees, freight charges, crane and operator rental etc. associated with the performance of this work, except those fees normally charged by the City of Delaware which will be waived accordingly.

Inspection of Facilities: Prospective bidders may inspect the facility on Thursday, April 16th between the hours of 8 AM and 4 PM by first contacting Scott Stachler, Facility Supervisor phone 740-203-1800 or email at stachler@delawareohio.net to register to be onsite. Access to the roof, basement and all areas where line sets are run will be made available as well as city staff to assist with questions. Access to the roof is limited to a ceiling trap door approximately ten feet above the 2nd floor level. A ladder will be provided by City for inspection.

Project Contact: All questions regarding the contract proposal shall be directed to Jackie Walker, Assistant City Manager by calling 740.203.1027 or email at jwalker@delawareohio.net. Questions may be submitted via email only no later than noon local time on April 20, 2015. All responses will be posted on the City's website. It is the responsibility of the perspective bidders to check the website for the responses.

Proposal Review and Award: Each proposal received shall be reviewed by a team consisting of representatives from the City Manager's Office, Chief Building Official, and the Public Works Department Facilities Maintenance Division. Award will go to the proposal determined to be the lowest and most responsive to this request. A copy of the scoring sheet is included with this RFP. Approval shall be by City Manager signature.

Contract Agreement: The final contract agreement between the City and Contractor shall include the Contractors standard work agreement subject to the review and approval of the City Attorney; this Request for Proposal in its entirety, and the Contractor's accepted proposal as submitted and amended by mutual agreement.

Payment: The City agrees to pay fifty percent (50%) of the contract cost upon verification of the approval of an order to fabricate the chiller unit, and the remaining fifty percent (50%) upon completion and acceptance of all work items. The city has 30 days to make payment upon receipt of contractor invoice.

Liquidated Damages: The project completion days will begin as soon as the contract is executed. The City will offer a bonus of \$250 per calendar day that the project is completed prior to the agreed upon schedule. Conversely, the City will enforce liquidated damages of \$250 per day for every calendar day that the Contractor fails to complete the project past the schedule. The project is considered complete when it is functioning properly in the City's opinion, training has been complete and all supporting documents including O&M manuals have been received by the City.

References & Experience: Contractor is to submit three references of similar sized chiller installation projects completed over the past two years. Contractor may also submit additional information regarding their experience with Trane ® chiller installations, and to adequately describe their specific approach to addressing the scope of services based on their inspection of the City Hall HVAC system and professional knowledge of the included repairs and operation.